



April 2016

1. JOB IDENTITY

Post Title:	Tradesperson	Service:	Infrastructure
Section:	Housing	Grade:	BA Craft
Reports to:	Housing Repairs Supervisor		

2. JOB PURPOSE

- To carry out a range of maintenance, repair and improvement work on properties owned by both the council and external agencies all in accordance with the agreed terms and conditions as contained within contract and/or service level agreements

The applicant will be required to participate in an out of hours standby rota and may involve evening and weekend working for emergencies.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Carry out a range of general maintenance, repair and improvement work
- Manage, programme and organise own activities in conjunction with Supervisor
- Assess plans and or work schedules to ascertain exact material requirements
- Complete work according to targets and schedules
- Ensure all work is carried out to set standard and/or specifications
- Complete all required contract administration processes
- Assist with periodic or annual stock taking to include counting, recording and checking
- Ensure that the established Safe Systems of Work are employed and that all work is carried out in a safe, skilled and professional manner
- Comply with all relevant current Health & Safety legislation

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Time served qualification
 - Current valid driving licence
 - Current Construction Skills Certificate Scheme Card (CSCS)
- Desirable:**
- Registration with relevant trade body e.g. CITB, NICEIC, CORGI
 - Health & Safety training

5. EXPERIENCE

- Essential:**
- Experience in general maintenance and repair work within appropriate trade
- Desirable:**
- Experience in completion of timesheets and job tickets
 - Experience across all aspects of trade related work including major refurbishment

6. KNOWLEDGE AND SKILLS

- Essential:**
- Good communication skills, both written and verbal
 - Ability to work as a team
 - Knowledge of Health and Safety in the workplace
- Desirable:**
- Ability to use own initiative and problem solve

7. ADDITIONAL REQUIREMENTS

Driving Compliance	AC vehicle driver This post has responsibility for and is required to drive Aberdeenshire Council vehicles. The preferred candidate will be required to produce a current, valid driving licence. An offer of employment by Aberdeenshire Council will be subject to the outcome of this check being satisfactory. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this post
Work Smart	This position is designated as a ' Mobile ' post as detailed on the Worksmart website - http://worksmart.aberdeenshire.gov.uk/